

**MONTGOMERY COUNTY FIRE AND RESCUE COMMISSION
INTERIM POLICY**

MCFRS COMPUTER CONNECTIVITY REQUIREMENTS

Issued by: Montgomery County Fire and Rescue Commission
Policy No. 01-09

Authority: Montgomery County Code Section 21-2.(d)(2)

Effective Date: July 9, 2004

SUMMARY: The provisions of this Interim Policy establish requirements for the access, purchase and configuration of non-County owned computer equipment and related peripherals connected to the County network in MCFRS fire/rescue stations and other County facilities. Privileges to use an MCGOV account are being extended to Montgomery County Fire and Rescue Service affiliated personnel who, under the requirements of this Interim Policy, may use non-County owned equipment to connect to Montgomery County Government's network from an LFRD or other Montgomery County facility.

DEADLINES: Div. of Fire and Rescue Services Review: July 30, 2004
Div. of Vol. Fire and Rescue Services Review: July 30, 2004
Local Fire and Rescue Departments Review: July 30, 2004

ADDRESS: Address all comments pertaining to this Interim Policy to Beth Feldman, Montgomery County Fire and Rescue Service, 12th Floor, 101 Monroe Street, Rockville, MD 20850. Comments may also be e-mailed to beth.feldman@montgomerycountymd.gov

STAFF: For additional information, you may contact Beth Feldman at (240) 777-2423

BACKGROUND: This Interim Policy establishes requirements for the access, purchase, configuration, use, and security of computers and their related peripheral equipment, with the intention of enabling MCFRS-affiliated computer users at any Local Fire and Rescue Department or County facility to connect non-County owned equipment to Montgomery County's computer network backbone.

Sec. 1. **Purpose:** To extend the privilege of computer connectivity to all MCFRS-affiliated computer users of non-County owned equipment who request to connect to the County's computer network backbone, under requirements established in this Interim Policy regarding the access, purchase, configuration, use, and security of this equipment.

Sec. 2. **Applicability.** This Interim Policy applies to all MCFRS-affiliated users of computers in any LFRD or MCFRS-affiliated facility who are connecting their non-County owned equipment to Montgomery County Government's computer network. As a condition of connectivity, owners of non-County owned equipment agree that all provisions of Fire and Rescue Commission and Montgomery County Government computer security policies apply to these users and equipment at all times.

Sec. 3. **Definitions.**

- a. **Computer Network Backbone.** For purposes of this Interim Policy, this term includes all workstations, servers, pathways, cables and other network equipment connecting Montgomery County's computers to each other and to computer networks.
- b. **Department of Technology Services (DTS) or Department of Information Systems and Telecommunications (DIST).** The current and previous titles and abbreviations for Montgomery County's information technology department.
- c. **DCM.** Abbreviation for the Department of Technology Services' Office of Desktop Computer Modernization.
- d. **LAN.** Acronym for Local Area Network, a network of computers sharing a single server or servers in a single location, typically in an office or building.
- e. **LFRD.** Abbreviation for Local Fire and Rescue Department, an individual fire and rescue corporation that is a component of the Montgomery County Fire and Rescue Service, that provides direct fire suppression, rescue, and emergency medical services in conjunction with the Division of Fire and Rescue Services.
- f. **MAC Address.** Acronym for Media Access Control address, a hardware address that uniquely identifies each computer or device of a network.
- g. **MCFRS.** Abbreviation for Montgomery County Fire and Rescue Service, the combined service comprising the Division of Fire and Rescue Services and the Division of Volunteer Fire and Rescue Services, which includes the Local Fire and Rescue Departments.
- h. **MCFRS-affiliated Users.** Individuals affiliated with MCFRS who have a legitimate need to conduct business with the County government requiring the efficient exchange of information to enable them to complete assigned fire, rescue, or emergency medical services responsibilities. These individuals include: LFRD volunteer members, board officers, and administrative employees; and all MCFRS employees who have an MCFRS-related need for access to the MCGOV computer network backbone.
- i. **MCGOV.** Abbreviation for Montgomery County Government.
- j. **Remote Access.** Communication with County network resources from a remote location or facility through a data link.

- k. **(Security) Patch.** A fix for either a known problem, or a potential software or hardware problem. A patch can also provide a new feature or an enhancement that was omitted from a software release.
- l. **SMS.** Abbreviation for System Management Server, a set of tools used in managing computers connected to a network, including inventory control of hardware and software on the network, distribution and installation of software, diagnostic testing, etc.

Sec. 4. **Policy Statement.**

- a. It is the policy of the Fire and Rescue Commission to require that all **MCFRS-affiliated users** comply with **MCGOV's Internet, Intranet, and Electronic Mail Policy and Computer Security Policies** and related procedures. The use of Internet and intranet services through connection to **MCGOV's computer network backbone** must comply with **DTS Internet, Intranet, and Electronic Mail Policy (Appendix A)**, and **MCGOV Computer Security Policy (Appendix B)**. **MCFRS** Information Technology staff has the right to examine and immediately confiscate and remove any computer connected to its system to protect **MCGOV's computer network backbone**, and to assure its compliance with County Information Technology policies and requirements.
- b. **Policy Violations.** Violations of this policy may result in [MCGOV] equipment being immediately disconnected from **MCGOV's computer network backbone**, confiscation of equipment violating this policy, disciplinary action taken against the user, and/or the user's full prosecution under the law.

Sec. 5. **Requests for Access.**

- a. An **MCFRS-affiliated user** must submit a written request to the **MCFRS** Chief Information Officer on **Appendix C**, describing the hardware to be connected to the network, all licensed software or other software that resides on the computer, the purpose for which the access is to be used, how long access is required, its location, and contact information for the responsible **MCFRS** official. Any subsequent modification or addition to the hardware must also be approved by the **MCFRS** Chief Information Officer.
- b. Requests for an **MCGOV** account may be made by completing and dating the **MCGOV Account Request Form (Appendix D)**, and submitting it to the **MCFRS** Chief Information Officer. Each form requesting an account will be valid for one year. If the request is not granted within a reasonable period of time, the requester must re-apply.

Sec.6. **Equipment Purchasing Requirements.**

- a. Each **LFRD** or other **MCFRS-affiliated user** is responsible for purchasing its

own computer hardware and software, unless otherwise provided by **MCGOV**.

- b. **MCFRS** permits an **LFRD** or other **MCFRS-affiliated user** to enter into its own contract to purchase computer peripherals, software, and other computer equipment for the same goods and services, and prices stated in the **MCGOV Office Automation Contract**. The **Request for Quote** spreadsheet should be used to obtain price quotations from the current list of Office Automation vendors under the **DTS Information Technology Products Vendors and Contract Form (Appendix E)**.
- c. **Configuration**. Each **LFRD** or other **MCFRS-affiliated user's** computer that is connected to the **MCGOV computer network backbone** must meet the **Standard Desktop/Laptop Configurations (Appendix F)** published by **MCGOV Department of Technology Services**. An **LFRD** or other **MCFRS-affiliated user** may buy desktop computers and laptops through the **DTS Office of Desktop Computer Modernization**. The **Standard PC Configuration Order Form (Appendix F)** must be completed to prepare desktop and laptop purchase requests, with orders, include billing information, forwarded to the **DCM Chief**.
- d. **Peripherals**. The Fire Administrator or designee must approve expressly in writing any additional fiber drops, wireless access points, hubs, or other communication hardware, and any additional Network Interface Cards and/or wireless client adapters required to connect an **LFRD** or other **MCFRS-affiliated user-owned** computer to the **MCGOV computer network backbone**.

Sec. 7. **Anti-Virus and Security Requirements.**

- a. Each **LFRD** or other **MCFRS-affiliated user-owned** computer connected to the **MCGOV computer network backbone** must purchase, install, activate, and update **anti-virus software**, as **MCGOV** requires.
- b. Each **LFRD** or other **MCFRS-affiliated user** must ensure that its computers that are connected to **MCGOV's computer network backbone** have the latest **security patches** installed, as **MCGOV** requires.
- c. Each **LFRD** or other **MCFRS-affiliated user** must also allow **MCGOV** to load **SMS** on its computers to permit **security patches** and other required computer policies to be deployed to them upon logon, and to allow **MCGOV** to control the workstations if a virus or other catastrophe occurs.

Sec. 8. **Responsibilities.**

- a. **MCFRS-affiliated users** who request connection to **MCGOV's computer network backbone** must always comply with **MCGOV's Standard Desktop/Laptop Configuration Requirements (Appendix F)**, **DTS Internet, Intranet, and Electronic Mail Policy (Appendix A)**, **MCGOV's Computer**

Security Policy (Appendix B), and LFRD Computer Connection Request for Access form (Appendix C).

- b. Local and remote interface to **MCGOV's** network in any **LFRD** will be filtered by the **MAC address**. Wired or wireless network access will be provided solely for devices with specific, approved **MAC addresses**. The list of **MAC addresses** is maintained and programmed by **MCFRS** and **MCGOV** Information Technology staff.
- c. Each **LFRD** or other **MCGOV** facility is responsible for receiving and resolving user complaints or problems with its own computer hardware equipment, and any non-**MCGOV** owned equipment and hardware or software. **MCFRS** Information Technology staff will consult only on issues and problems concerning connectivity to the **MCGOV computer network backbone**.

Sec. 9. **Enforcement.** The Fire Administrator is the enforcement authority for policies and regulations of the **Montgomery County Fire and Rescue Service**.

Sec. 10. **Effective Date.** This Interim Policy is effective on July 9, 2004.

Attest:

Gordon Aoyagi, Chairman
Montgomery County Fire and Rescue Commission

Date

Appendices:

Appendix A. MCGOV Internet, Intranet, and Electronic Mail Policy

Appendix B. MCGOV Computer Security Policy

Appendix C. LFRD Computer Connection Request Form

Appendix D. MCGOV Account Request Form

Appendix E. DTS Information Technology Products Vendors and Contract Form

Appendix F. Standard Desktop/Laptop Configurations and Order Form (11/03)